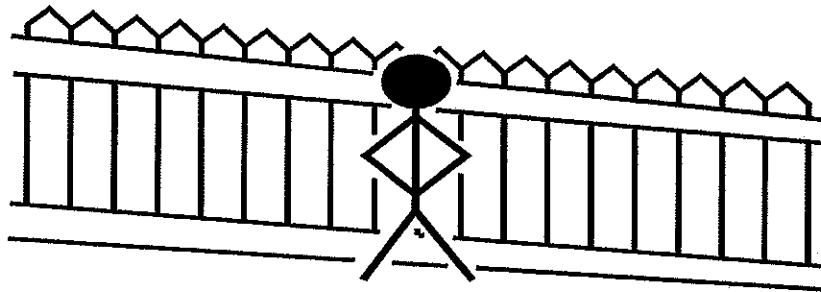




*Planning & Permitting Division
Permit Assistance Center*

FENCE PERMIT APPLICATION PACKET



Contents

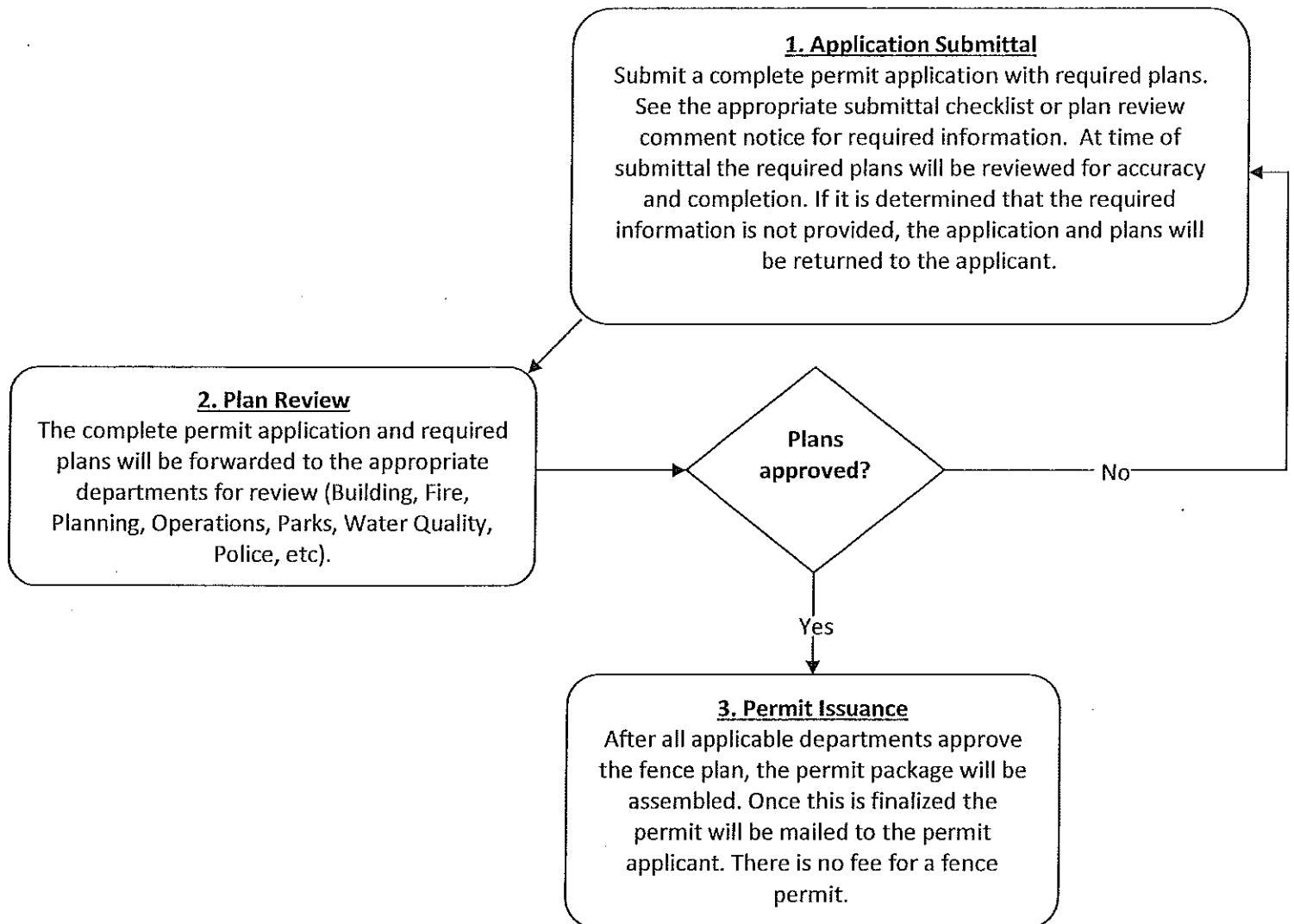
- 1) Fence Permit Process Flow Chart*
- 2) Combined Permit Application*
- 3) Submittal Checklist*

This is intended only as an informational guide. The information may not be complete and is subject to change.

Please verify accuracy of this information / form prior to submitting.

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007 www.monroewa.gov

Fence Permit Process Flow Chart





**Planning & Permitting Division
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www.monroewa.gov

FOR OFFICE USE ONLY

PERMIT #(s) _____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY / 9:00 - 12:00 & 2:00 – 4:00

Building	Operations	Fire	Land Use
<input type="checkbox"/> Basic plan	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Racking	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Sign			<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____			

NOTE: All required Electrical Permits will be issued by the
Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

Combined Permit Application - Page 2

Contractor: _____ Phone # _____

Contractor's License # _____ Fax # _____

Exp Date _____ Mailing Address _____

Contractor's Bond Company: _____

Contractor's Bid Amount or Project Cost (labor and materials): \$ _____

Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at

(800) 548-8829 for tax reporting information or to receive a tax number): _____

Detailed description of proposal/work:

Lending Institution for project (if applicable): _____

FOR OFFICE USE ONLY			
Living area:	_____ sf	x \$ _____	= \$ _____
Garage / Carport:	_____ sf	x \$ _____	= \$ _____
Deck / Porch:	_____ sf	x \$ _____	= \$ _____
(fill in type) _____	_____ sf	x \$ _____	= \$ _____
(fill in type) _____	_____ sf	x \$ _____	= \$ _____
Total Valuation:			\$ _____
Plan Check Fee:	\$ _____	Permit Fee:	\$ _____
State Fee:	\$ _____	Fire Plan Check Fee:	\$ _____
Technology Fee:	\$ _____	SEPA Fee:	\$ _____

I. Fences or hedges may be located in city rights-of-way up to sidewalks or up to a point which would leave sufficient space in city rights-of-way to establish a sidewalk; provided, that the owner of property wishing to establish a fence must first obtain a right-of-way disturbance permit as outlined in Chapter 12.36 MMC to construct such fence or establish such hedge in city rights-of-way. Such permit shall provide that the fence shall be allowed by the city only insofar as the city has no other use for the right-of-way which would conflict with maintenance of the fence by the property owner; and, should the city need to make a use of the right-of-way, the owner shall remove said fence or hedge, or portion of fence or hedge, so as to allow the city to make any proper municipal use of the city right-of-way, and the property owner shall receive no compensation from the city for such required removal, it being the understanding that such improvements on city right-of-way shall only be with the permission of the city.

J. Fences over six feet in height and walls over four feet in height require a building permit issued by the city of Monroe building department. (Ord. 017/2010 §§ 1, 2; Ord. 022/2004; Ord. 1128, 1998)

15.08.030 Fences for wrecking yards or junkyards.

Motor vehicle wrecking yards or junkyards must be enclosed by a view-obscuring fence or wall at least eight feet high. Such wall or fence shall be painted or stained a neutral shade which shall blend in with the surrounding premises, and such wall or fence must be kept in good repair. A living hedge of sufficient density to prevent a view of the confined area may be substituted for such wall or fence. Any dead or dying portion of such hedge shall be replaced by the property owner or occupant. (Ord. 664, 1978)

15.08.040 Swimming pool fences.

Repealed by Ord. 010/2006. (Ord. 664, 1978)

15.08.045 Exemptions.

The provisions of this chapter shall not apply to fences erected by the Washington State Department of Corrections for the purpose of securing correctional facilities. (Ord. 1128, 1998)

15.08.050 Variance.

No deviation may be made from these regulations except with the written approval of the city engineer, with the right of appeal to the hearing examiner per Chapter 21.60 MMC. The following criteria shall be established as grounds for variance from the regulations set forth in this chapter:

- A. The variance shall not constitute a grant of special privilege inconsistent with the uses of other properties in the vicinity and in the zone in which the property on behalf of which the application was filed is located; and
- B. The variance is necessary because of special circumstances relating to the size, shape, topography, location or surrounding of the subject property in order to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and
- C. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and in which the subject property is situated; and
- D. The authorization of such variance will not adversely affect the implementation of the comprehensive plan or the general intent of this chapter.

15.08.060 Administration.

This chapter shall be administered by the city engineer. The determination of sight obstructions shall be made by the city engineer. (Ord. 1128, 1998)

PERMIT SUBMITTAL COMPLETENESS CHECKLIST

FENCE

Project name:		Accepted by/Date:	
Project address:		File number:	

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.
THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.
Indicate the sheet number for each item in the left-hand column.**

GENERAL PROJECT SUBMITTALS

Sheet #	N/A	Office Use Only		Reference
			Completed Combined Permit Application.	
			Site plan showing proposed fence.	

SITE PLAN DATA

Sheet #	N/A	Office Use Only		Reference
			Show all property lines.	MMC 15.08
			Show all streets and sidewalks adjacent to property, and label street names.	
			Show outline of house, garage and driveway on property.	
			Show fence height in all areas of proposed fencing.	
			Show location of proposed fence by using a highlighter or some other obvious method of identification.	
			Clearly show location of proposed fence relative to all four property lines, and show distances from property lines.	
			Indicate which direction is North on the site plan.	

NOTES:
